

**Ipswich Public Library
Board of Trustees Minutes
February 23, 2015**

Present: Helen Danforth, George Gray, Sherry Hurley, Dorothy Johnson, Hugh McCall, Lawrence Pszenny, Judy Rusin, M.L. Scudder, Patty DiTullio

Absent: Mim Frost

7:55 Call to Order

Welcome New Director Patty DiTullio

Report from the Friends:

- The elm tree is about to become a table.
- Reminder that Trustees are invited to the Retirement Luncheon for Paula Grillo, Tuesday, 2/24/15

Correspondence:

- George received an email from a long-term patron who has thoroughly enjoyed books on CD and tapes who would like to donate \$1,000.00 to purchase more titles for all to enjoy. Genevieve will talk with him; Patty will follow up with Genevieve.

Citizens' Queries:

- Lack of snow removal on the hill has prompted two patrons to contact George. The problem is the town's; library walkways and steps have been well maintained.

Approval of Minutes: Special meeting of 1/12/15 to confirm new library director Patty DiTullio; 12/15/14 Executive Session and monthly meeting

Motion to accept; second, vote; unanimous

Director's Report:

- Patty has been here for 2 weeks tomorrow. Her time in Ipswich has presented challenges, beginning with the weather and storm-related issues. Add to weather-related closings, the HVAC vents on the roof have been snowed in, causing a backup of gas into the library and an evacuation ordered by the Fire Department. HVAC people will come and remove the snow and extend the vents so they will not get snowed in in the future. The Collins Room will need to be closed during the snow removal due to the danger of falling snow.
- Paula's retirement – The position needs to be fast tracked and will be advertised as soon as the union approves the job description. It will be posted internally for ten days and then posted externally.

- Bibliotemps will be hired to fill in two or three days / week in March due to a combination of Patty's vacation, Kathy's 2-week vacation and Paula's retirement.
- Patty reported that all is going well, that the staff is very helpful and cooperative.
- The tea table is back and needs to be appraised and insured.
- Circulation is down 5%, which is not surprising as the library was closed five days in January; the electronic use remains solid.
- 85 people attended the live owl presentation held during school vacation week.
- Patty asked the Trustees to give her direction for what she should prepare for monthly reports. She's willing to provide whatever is asked for, including a budget report.

Treasurer's Report: Postponed to the March Meeting

Committee Reports:

Investment:

- The committee members and David Scudder met with Cape Ann Savings Bank personnel to discuss the return on investments and think about reallocating funds for a better position going forward. Cape Ann folks will write and submit a proposal to the committee within a month.
- Future plans include a review of asset allocation changes and withdrawals for library support.
- The portfolio balance, as of 2/22/15, is approximately \$850,000.

Cheers:

ML will send Mim flowers.

Building and Grounds:

- HVAC as reported in Director's Report.

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Art: None

Landscape: None

New Business:

- Judy Rusin will be the liaison to the Friends of the Library Board.

- There is a request for Giles Laroche to present a 2-day workshop on constructing 3-D models of Ipswich town buildings for 25 children in grades 3-7 during April vacation. The cost is \$1,000.00; the Ipswich Rotary Club will support \$250.00; Trustees are asked to contribute \$750.00.

Motion to fund \$750.00 from the St John's Fund; second; vote: unanimous

- Seismology Program – George presented a proposal for continued funding of the Seismology Program to include: a possible vacation week workshop for kids, help in Doyon classrooms, and continued support from BC and Weston Observatory. The cost is \$4,000.

Discussion centered on how the specifics of the proposal fit with our mission; whether it stands on its merits and can be funded through a Feoffee Grant; whether it has a place based on our prior commitment. George will come up with a proposal for the contract with BC; the Board will revisit the proposal in March.

- There was agreement to investigate further a gas insert for the fireplace in the Rogers Room.
- Helen will try to arrange for the string quartet from IHS to play at the library on a Sunday afternoon in March.

Old Business: None

Adjournment: 8:55

Schedule 2015 Meetings: 3/16; 4/27; 5/18; 6/15; (no summer scheduled meetings; cookout 7/31); 9/21; 10/19; 11/16; 12/14
(Treasury updates in Jan, Apr, Sept. and Oct.)

Respectfully submitted, Dorothy Johnson, Secretary